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**Thursday
June 19, 2014**

2014 SEMINAR LOCATION
DESERT WILLOW CONFERENCE
CENTER
4340 EAST COTTON CENTER BLVD.
PHOENIX, AZ 85040
(602) 431-0001

ENHANCE YOUR EEO KNOWLEDGE at the **2014 EEOC Phoenix Training Institute Seminar**. This informative seminar, **sponsored by the EEOC Phoenix District Office** will be held at the Desert Willow Conference Center.



EEOC Phoenix Seminar

2014: CELEBRATING 50 YEARS OF THE CIVIL RIGHTS ACT!

We also invite you to the
2014 EXCEL Conference
**Examining Conflicts in Em-
ployment Laws**
San Diego, California
August 11-14, 2014
Keynote Speaker
Ms. Myrlie Evers-Williams
Civil Rights Activist
For more information go to:
www.eetraining.eeoc.gov

TRAINING YOU CAN'T AFFORD TO MISS!
Join EEOC for the best in EEO training from the
experts who enforce the law.

Questions about the seminar?
Krista Watson
EEOC Phoenix District Office
(602) 640-4995
(602) 640-5071 FAX
(602) 640-5072 TTY
Krista.watson@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

EEOC Phoenix Seminar

Thursday, June 19, 2014

www.eetraining.eeoc.gov

Training Institute Policies - Training Event 14PHO01

Top 5 Reasons to Attend an EEOC Seminar

- Get Updates on the Latest Changes to EEO Laws and Regulations
- Avoid Common Pitfalls and Mistakes
- Learn Best Practices
- Prepare for Tough HR Decisions
- Meet the People who Enforce the Laws

Hotel Arrangements

Registrants are responsible for their own hotel Arrangements.

Who Should Attend?

- Human Resources
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff (seminar approved for EEO Investigator Refresher credit)

PAYMENT — \$349 Fee includes seminar, lunch and refreshments at breaks, and an eight-volume EEO library on CD. **PAYMENT MUST ACCOMPANY REGISTRATION.** *EEOC Tax ID Number: 52-0812909*

GET A DISCOUNT PRICE of \$319 by:

1) registering on-line with a credit card up to the day before the seminar, or
2) registering early by mail or FAX. Check or faxed credit card payment information must be received before May 19, 2014 for early bird discount. Check or faxed credit card registrations received after May 19, 2014 will be charged \$349. **NOTE:** All credit card charges will be listed as EEOC Training Institute on your statement.

PAYING BY GOVERNMENT PURCHASE ORDER *Please note: This type of payment is not eligible for the Early Bird discount.*

State and Local Government Registrants: In order to be confirmed: submit a copy of the purchase order, purchase order number, billing name, address and instructions, and agency tax ID number. For all POs, please provide the name, phone number and email of a contact person for questions regarding purchase order and payment. "Purchase order number" could also be a requisition or document number, as appropriate.

Federal Government Registrants: We only accept federal purchase orders over \$2,500. Please contact our customer service staff at eeoc.traininginstitute@eeoc.gov for more information.

REGISTRATION — Register at www.eetraining.eeoc.gov. Credit card and electronic bank check registrations will receive immediate confirmation. *EEOC Tax ID Number: 52-0812909*

You may also **MAIL** your registration application with payment to **EEOC TRAINING INSTITUTE, 131 M STREET, NE, SUITE 5NE31J, WASHINGTON, DC 20507** OR **FAX** your registration with payment to 202.663.7190.

QUESTIONS ABOUT REGISTRATION? 202.663-7210; TTY# 1.800.828.1120; eeoc.traininginstitute@eeoc.gov

CONFIRMATION — Registrants will receive written email or fax confirmation upon receipt of a complete registration application and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. Confirmation email should be brought to the event.

CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than 10 business days prior to the seminar are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

REASONABLE ACCOMMODATION REQUESTS — If you need an accommodation, please note it on the registration form and we will contact you.

AGENDA PHOENIX EEOC SEMINAR Thursday, June 19, 2014



Schedule

- Registration: 7:15 am
- Start: 8:00 am
- Lunch provided
- End: 4:30 pm

• LET EEOC BE YOUR TRAINER

Experienced EEOC staff will come to your worksite and provide training on popular EEO topics such as harassment or an overview of EEO. For more information, contact:

Krista Watson

Program Analyst

602-640-4995

Krista.watson@eeoc.gov

7:15 AM	Registration and Continental Breakfast
8:00 AM	Welcome
8:15 AM	A Look Back at the Passage of the Civil Rights Act of 1964 and The EEOC Strategic Enforcement Plan for the Future
9:15 AM	Systemic Considerations in Recruitment and Hiring
10:15 AM	Break
10:30 AM	Tricky HR situations: An Interactive session with case studies of challenging scenarios including: Wage Discrimination LGBT Discrimination Managing Religious Diversity at Work, and ADA Accommodations
NOON	Lunch and Guest Speaker "Emerging Issues in Pregnancy Discrimination"
1:30 PM	Hot Topics from our Partner Agencies National Labor Relations Board (NLRB) Arizona Civil Rights Division (ACRD) U.S. DOL-OFCCP U.S. DOL-Wage and Hour
2:30 PM	Break
3:30 PM	Case Law Update
4:30 PM	Adjourn

Credits: Recertification credits from HRCI have been requested. The seminar also meets the yearly refresher training requirement for federal agency EEO investigators.

EEOC Phoenix Seminar June 19, 2014 (Event Code 14TPH001)

Please print and use a separate form for each attendee.

3 ways to register

- **ON-LINE - GET DISCOUNT PRICE**

www.eeotraining.eeoc.gov

(payment by credit card and online check only)

- **MAIL**

EEOC TRAINING INSTITUTE

131 M STREET, NE

SUITE 5NE31J

WASHINGTON, DC 20507

- **FAX to 202.663.7014**



Directions to SEMINAR LOCATION - The Desert Willow Conference Center

From I-10 take the 40th Street Exit (Exit 152). Go South and turn Left onto East Cotton Center Boulevard.

By registering for a Training Institute event, you agree to all applicable Institute

First Name _____ MI _____ Last Name _____

Title _____

Organization _____ Suborg _____

Address _____

City _____ State _____ Zip _____

E-Mail _____

Business Telephone () _____ (☐ if TTY, please check)

Fax No. () _____ Company/Agency Tax ID Number _____

Do you require a reasonable accommodation, due to a disability, in order for you to attend this program? ☐ Yes Describe accommodation requested or special diet needed. _____

AMOUNT OF PAYMENT: \$349 Discount Price of \$319 available for online registrations up until the day before the seminar and for mailed check or mailed/faxed credit card payment registrations received May 19, 2014. Faxed/mailed credit card registrations received after May 19, 2014 will be charged \$349. FAX # 202.663.7190.

Credit Card ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Account # _____ Expiration Date _____

Cardholder Name (please print) _____

Signature _____ Card Security Code _____

Cardholder Email address _____

Cardholder mailing address _____

☐ **Check Payable to EEOC Training Institute**

☐ **State/Local Government Purchase Order (Attached) PO # _____**

State and Local PO will be paid by ☐ Check ☐ Credit Card (provide information above)

Billing Organization Name & Address _____

Name/Phone #/Email of Billing Contact _____

We only accept federal purchase orders for over \$2,500. Please call us at 866.446.0940 or send an email to eeoc.traininginstitute@eeoc.gov for special registration form and procedures.

Person filling out this form (if different than registrant)

Name _____

Email _____

Have you attended an EEOC sponsored seminar, course or conference in the last 5 years? ☐ Yes ☐ No

Employees at Your Facility:

- ☐ Under 50
- ☐ 50-99
- ☐ 100-249
- ☐ 250-499
- ☐ 500-999
- ☐ 1,000+

Your Organization's Business Type:

- ☐ Federal Gov't
- ☐ State/Local Gov't
- ☐ Private

Your Position Category:

- ☐ Attorney ☐ EEO Director, Manager, Supervisor
- ☐ EEO Professional (Investigator, Counselor, Specialist)
- ☐ HR Director, Manager, Supervisor ☐ HR Staff
- ☐ Mediator, ADR ☐ Other Manager, Supervisor
- ☐ President, CEO, Owner ☐ Union Representative
- ☐ Other _____

How did you learn about our seminar?

- ☐ Brochure in mail ☐ Email ☐ Colleague
- ☐ Website/Internet ☐ Newspaper/Radio Ad
- ☐ Professional Organization ☐ SHRM ☐ EEOC event
- ☐ Other _____